

<b>Organisation</b>	<b>Age UK Gateshead</b>
<b>Job Title</b>	<b>Community development Worker</b>
<b>Reports to</b>	<b>Service Manager</b>
<b>Probation Period</b>	<b>6 months</b>

<b>Job Purpose</b>
<p>To support and contribute to the work of the organisation by directly providing community development work to engage people from communities in activities and social occasions ; in a key delivery role - using a community development approach to identify and address barriers to participation thereby creating access to social interaction.</p> <p>The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.</p>

<b>Key Tasks</b>
<ul style="list-style-type: none"> <li>• Development of community groups alongside the Age UK Gateshead Team</li> <li>• Deliver &amp; develop group work and activities to bring people together to build their confidence and capacity to participate so that they can bring about positive change in their own lives and participate in community life</li> <li>• To support the organisation and facilitate meetings, activities and events as required with support of the Age UK Gateshead Team</li> <li>• To undertake information gathering and administration</li> <li>• Develop and facilitate networking between community groups, and communities thereby promoting community cohesion</li> <li>• To keep records of work undertaken</li> <li>• To undertake monitoring and evaluation of the work as required</li> <li>• Attend internal meetings as required</li> <li>• Attend regular line management supervision sessions</li> <li>• Attend relevant training as required</li> <li>• Manage and direct apprentices with the Community Development structure</li> <li>• Any other duties as directed by the Chief Executive</li> </ul>

<b>Other</b>
<p><b>Commitment to equal opportunities</b></p> <p>To develop the work within the framework of Age UK Gateshead commitment to addressing issues of equal opportunities, and furthering anti-discriminatory practice throughout all areas of the above work.</p>

**Accountability**

The 'Community Development Worker' who will provide line management supervision and support to the apprentice is accountable to the service manager.

**Scope**

It is expected that the post holder will directly develop community opportunities across Gateshead & Newcastle

**Collective responsibility**

Team working is of high importance within the organisation and the post holder should expect to be supported in their role by the Age UK Gateshead Team. The post holder will be expected to support the work of others where appropriate and contribute to the overall smooth running of the organisation.

**Hours**

- The core hours of this post will be 35 per week and may include some weekend work.

Person Specification
<b>Essential Criteria</b>
Understanding and commitment to enabling older people
Ability to support the Community Development Worker in their objectives
Experience of Administration
Understanding of how important social interaction is to older people
Ability to build trust with individuals and communities
Supporting team member in running groups
Ability to hold conversations and build relationships
Basic IT skills
Ability to collect and analyse data
Willingness to listen and learn
Team player
Compassion and ability to empathise with people's life experiences

Creative thinker